



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

November 16, 2017

Closing Date: November 22, 2017

(Position will close from date of listing or until filled.
Application review will begin on November 27, 2017).

Title: ADE APSCN FIELD ANALYST

Position Number: 2208-2686

Grade: IT04

Arkansas Public School Computer Network (APSCN)

DUTIES:

This position will be responsible for supporting school districts using the APSCN Financial Management System (FMS); provide assistance, support and training for users of the financial accounting (Fund Accounting, Purchasing, Payroll, Budgeting and Fixed Assets) software, as well as provide training and support on the statewide reporting system and Cognos reporting tools and performs other duties as assigned. This position will cover the Crowley's Ridge Educational Service and the Northeast Arkansas Education Cooperatives and will be housed in Harrisburg or Walnut Ridge, Arkansas.

SPECIAL REQUIREMENTS:

Bachelor's degree in Business or Accounting is preferred; experience with payroll, bookkeeping and APSCN eFinance is preferred; experience using various computers and computer programs; proficient in Excel, Word and other Microsoft Office products; ability to accurately handle detail work under deadline pressure; ability to communicate effectively with diverse groups of people; must possess strong analytical and research skills.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in education, business administration, office administration, or a related field, plus one year of experience in a specialized or related field applicable to work performed; or the formal education equivalent of an associate's degree in education, business administration, office administration, or a related field, plus three years of experience in a specialized or related field applicable to work performed; or the formal education equivalent of a high school diploma, plus five years of experience in an educational institution's administrative or business management capacity.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Arkansas driver's license, auto insurance and vehicle registration. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at www.arkansased.org or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.